Date: June 25, 2013
To: Campus Presidents, Deans and Vice Presidents
Subject: New Student Hire EPAF, Training, and other Related Changes
Action: None, informational only

HR Services continues to make progress with the new Electronic Personnel Action Form, EPAF. Following the release of the Non-Regular Faculty and Grad Assistant EPAFs that took place in April, we’ve been busy fine-tuning the next one, which is the Student Hire EPAF.

The Student Hire EPAF is scheduled to go live Monday, July 29, 2013. In preparation for its release, training will begin July 8, 2013.

Important Dates and Information
July 8, 2013
- A student hiring toolkit will be made available for hiring managers on the HRS website
- Student Hire EPAF training begins July 8. We encourage you to sign up early. This two-hour training is intended for originators and approvers of student employment actions. Registration can be completed at https://trainingcentral.nmsu.edu/Saba/Web/Main/goto/GuestCourseDetailURL?otId=cours000000000002370&callerPage=learning/offeringTemplateDetails.xml
- As with all EPAF access, users must have the appropriate security access granted by ICT prior to attending training. If someone needs EPAF access, please have them complete and submit the Electronic Personnel Security Request form found at http://www.nmsu.edu/~boffice/forms/ICT_Electronic_Personnel_Security_Request.pdf.

July 29, 2013
- SES Ventana is decommissioned. Recruitment/posting is no longer required for Regular Student employment. If you would like to recruit, AggieCAREER Manager replaces SES Ventana for posting student jobs. Training for AggieCAREER Manager is being offered by Career Services. Registration can be completed at https://trainingcentral.nmsu.edu/Saba/Web/Main/goto/GuestCourseDetailURL?otId=cours000000000001364&callerPage=learning/offeringTemplateDetails.xml
- E-Hire will no longer allow student hiring requisitions to be generated
- Student Hire EPAF goes live in MyNMSU
  - Fall semester student hires will now be processed through EPAF. However, the start date of employment must be August 16th, 2013 or later.
  - Student employees of all hire types will be hired using one new position number (including community colleges). This is a more efficient process and benefits the student with a single time sheet per department, regardless of the type of student employment (workstudy, regular, co-op).
- By July 29th all student employee jobs will be terminated in Banner with an effective date of August 15th, 2013. Departments will be provided a report of terminated student employees.
- Departments are responsible for rehiring all actively working students for employment effective August 16th, 2013 or later.

August 15, 2013- Termination date of all students employees. If students are continuing employment beyond this date, departments will be required to hire the student on or after August 16th, utilizing the new position numbers and EPAF process.
August 16, 2013- Earliest effective date for student employees hired through EPAF.

More detailed information will be sent to your Business Managers and HR Liaisons within the next few weeks. If you have questions regarding this process change, please contact your HRS Business Partner or the HR Service Center at 575-646-8000 or hrhelp@nmsu.edu. Thank you.

Cc: Business Mangers and HR Liaisons